

**Real Estate Appraiser Board  
 INSTRUCTOR CERTIFICATION APPLICATION  
 Fee \$150.00**

**A check or money order payable to the TREASURER OF VIRGINIA,  
 or a completed credit card insert must be mailed with your application package.  
 APPLICATION FEES ARE NOT REFUNDABLE.**

Select one of the following:

X	Type of Action	Trans
<input type="checkbox"/>	Initial Instructor Certification	1020
<input type="checkbox"/>	Add New Expertise Level to existing certificate	5050

1. Do you currently hold an **Instructor Certification** issued by the Virginia Real Estate Appraiser Board?

No

Yes  If yes, provide the following certification number:

Virginia Certificate No.  Expiration Date

2. Name

Last  First  Middle  Generation

3. Provide one of the following identification numbers.

Social Security Number or  Virginia DMV Control Number

-  -

\* State law requires every applicant for a license, certificate, registration or other authorization to engage in a business, trade, profession or occupation issued by the Commonwealth to provide a social security number or a control number issued by the Virginia Department of Motor Vehicles.

4. Date of Birth

(Must be at least 18 years of age.)

MM/DD/YYYY

5. Mailing Address (PO Box accepted)

The mailing address will be  
 printed on the license.

City  State  Zip Code

6. Street Address (PO Box not accepted)

**PHYSICAL ADDRESS REQUIRED**

Check here if Street Address is the same as the Mailing Address listed above.

City  State  Zip Code

7. E-mail Address

8. Contact Numbers

Primary Telephone

Alternate Telephone

OFFICE USE ONLY	DATE	FEES	TRANS CODE	ENTITY #	FILE #/LICENSE #	ISSUE DATE
					4002	

9. Do you hold a current real estate appraiser license, certification or registration issued by the Virginia Real Estate Appraiser Board?

No

Yes  If yes, provide your license/certification/registration number and expiration date.

Virginia License Number 

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 Expiration Date \_\_\_\_\_

10. Do you hold a current or expired Real Estate Appraiser license, certification or registration in any state or jurisdiction (excluding Virginia)?

No

Yes  If yes, complete the following table.

State/Jurisdiction	License, Certification or Registration No.	License Type	Expiration Date

11. Which of the following instructor certification levels are you requesting to teach? (Select only one)

Licensed Residential     Certified Residential     Certified General

12. Which of the following qualifications are you using to obtain a Virginia Instructor Certification? (Select only one)

A baccalaureate degree in real estate, economics, finance or business, and have satisfied the state appraisal licensing educational requirements for the level being instructed;

**Required Documentation:** Attach a college transcript verifying your degree and a transcript/certificate/letter of completion verifying the type and number of hours of appraiser education you have completed.

A current certified residential or certified general appraisal license appropriate for the level being instructed and two years of experience as an instructor or teacher at the secondary or post-secondary level; or

**Required Documentation:** Complete the attached Instructor Certification Experience Verification Form.

Seven years of active experience acquired in the appraisal field in the past 10 years, an appraiser license which has been in good standing for at least two years, and a current certified residential or certified general appraiser license appropriate for the level being instructed.

**Required Documentation:** Complete the attached Instructor Certification Experience Verification Form.

13. I, the undersigned, certify that the foregoing statements and answers are true, and I have not suppressed any information that might affect the Board's decision to approve this application. I certify that I will notify the Department if I am subject to any disciplinary action prior to approval of this application. I certify that I have read, understood and complied with all the laws of Virginia under the provisions of Title 54.1, Chapter 20.1, of the Code of Virginia and the *Real Estate Appraiser Board Regulations*.

Signature \_\_\_\_\_ Date \_\_\_\_\_

➤ All Board-approved pre-license courses must be taught by an instructor certified by the Virginia Real Estate Appraiser Board. All 15-hour USPAP© courses must be taught by an AQB certified USPAP© instructor.

**Real Estate Appraiser Board  
INSTRUCTOR CERTIFICATION EXPERIENCE VERIFICATION FORM**

*If you are attempting to qualify for a **Virginia Real Estate Appraiser Board Instructor Certificate**, you must provide evidence (using this form) of at least seven years of active experience in the appraisal field during the last ten years.*

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**Section I: To be completed by Applicant**

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1. Name  Last  First  Middle  Generation
2. Provide one of the following identification numbers. \*  
 Social Security Number    or     Virginia DMV Control Number  -  -

\* State law requires every applicant for a license, certificate, registration or other authorization to engage in a business, trade, profession or occupation issued by the Commonwealth to provide a social security number or a control number issued by the Virginia Department of Motor Vehicles.

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**Section II: To be completed by Verifier**

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**The following information must be provided by the applicant's supervisor, coworker or client.**

3. Verifier's Name  Last  First  Middle  Generation
4. Your Relationship to the applicant?  Supervisor  Coworker  Client
5. Provide a summary of the applicant's real estate appraisal experience in the space below:

6. *I, the undersigned, certify that the foregoing statements and answers are true, and that I have not suppressed any information that might affect the Board's decision to approve this application.*

Verifier's Signature  Date